

Heating, Air Conditioning & Ventilation

Required Permit Submittals – please call the Building Inspection Department if you have any questions regarding the submittal documents 952-442-7520:

☐ **MECHANICAL PERMIT**

☐ Completed online permit application including:

- ☐ Date
- ☐ Site Address
- ☐ Owner
- ☐ Owner Address
- ☐ Telephone Number
- ☐ Contractor Information (if applicable)
- ☐ Description of work being performed
- ☐ Valuation of work being performed
- ☐ Signature of applicant
- ☐ Copy of signed contract (with price)

☐ Signed Mechanical Plans including legend or symbol description

☐ Gas piping plans: Include layout, lengths, pipe sizing, valve locations, regulator locations, each unit BTU, material type, operating pressure, pressure drop.

☐ Calculations: Provide heat loss/gain and indoor air quality ventilation calculations.

☐ Appliance Specification Sheets

☐ Complete and provide HVAC compliance forms for compliance with the Minnesota State Energy Code. The compliance forms must correspond with the energy code option designated on the building permit.

Fees Required: The Building Code Department, before issuing any permit for the construction, installation, alteration, or repair of any furnace, boiler, heating or power plant or system, or any device or equipment connected therewith, or for any other device connected to, or to be connected with, any chimney or stack, or for the construction, installation, alteration, addition or repair of any cooling piping and equipment, or of any air conditioning system or ventilation system, or sheet metal duct work or equipment therewith, or of any refrigeration plant or equipment, shall require the payment by the applicant for such permit fee, code review fee, and state surcharge.